

**UNITED STATES DISTRICT COURT  
DISTRICT OF UTAH**

**ELECTRONIC CASE NOTICING REGISTRATION FORM  
for Pro Se parties**

This form is to be used to request email notification in lieu of USPS mail, of documents submitted in your case. You must submit a motion to the judge assigned to your case to request permission to receive email noticing, and wait for the judge to approve it. Please review carefully the registration conditions set forth below before signing.

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\_\_\_\_\_  
Name - First                      Middle                      Last

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

By signing this form, I understand and consent to the following:

- Pursuant to Fed. R. Civ. P. 5(b)(2)(E), I will receive all items required to be served under Fed.R.Civ.P. 5(a) and 77 (d) and Fed. R. Crim P. 49 by e-mail transmission;
- Such electronic service will constitute service and notice of entry as required by those rules;
- I waive my right to service by USPS mail;
- I will promptly notify the Clerk of this Court when I have a change of name, address, or e-mail address.

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**Email Address(es):**

**Primary E-mail address** \_\_\_\_\_

**Up to two additional e-mail addresses** 1) \_\_\_\_\_ ,

2) \_\_\_\_\_

**You must read, understand and check both boxes to receive email notices in your case(s).**

☐ I understand that I will receive one 'free look' at each document for which I receive an emailed NEF (Notice of Electronic Filing). I should print and/or save this document at this time for future reference.

☐ I understand that I may obtain a PACER login to retrieve documents that I have not printed out or saved. I may register online at <http://www.pacer.gov>.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please mail this completed form to:

**United States District Court  
ATTN: CME/ECF Registration  
351 S. West Temple, Rm 1.100  
Salt Lake City, Utah 84101**

After this Court processes this form, you will receive notices in your case(s) by email. Please call the Clerk's Office at (801) 524-6105 if you have questions concerning registration or email noticing.